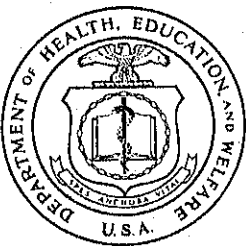


STAFFING the GENERAL HOSPITAL 25 - 100 Beds



U.S. Department of
HEALTH, EDUCATION, and WELFARE
Public Health Service

STAFFING THE GENERAL HOSPITAL¹

25 to 100 Beds

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¹Prepared by Margaret K. Schafer, Senior Nurse Officer, Division of Hospital Facilities, Public Health Service, Department of Health, Education, and Welfare

INTRODUCTION

How do you staff general hospitals up to 100 beds? This question is being asked by hospital and health authorities planning hospitals under the Hill-Burton hospital construction program. Of the 4,539 general hospitals in the United States on January 1, 1948, 67% were hospitals of 100 beds or less. Of the first 340 new hospitals being built under the program, 85% are 100 beds or less.

To assist these new hospitals as well as existing facilities these staffing guides have been developed.

Many factors which influence the staffing of a hospital become apparent only after the hospital is in operation. Any guide on staffing must of necessity be based on data obtained from existing hospitals of like type and representing good present-day practice.

These staffing guides were developed from one-day data collected in twenty-two select hospitals of less than 100 beds in different parts of the United States.

To determine the number of persons required to staff the hospital, scatter diagrams were plotted for each department of the hospital. The size of the hospital (number of beds and bassinets) was plotted against the number of personnel and the straight line obtained by the method of least squares.¹ To compute the number of nursing personnel, the nursing staff for one day was used and the number adjusted to provide the same daily coverage for a 40, 44 and 48-hour week.² No adjustment was made in

¹M. F. Hall, Public Health Statistics, p. 231.

²Formula used to calculate nursing staff from 24-hour figures.

a. 24-hour figure $\times 7/6$ = number required for 48-hour week.

b. 24-hour figure $\times 7/5.5$ = number required for 44-hour week.

c. 24-hour figure $\times 7/5$ = number required for 40-hour week.

the number of persons, other than nursing to provide for variance in work-week schedules. No provision was made for additional personnel to provide coverage for vacations or other absences, since this number is dependent upon local personnel policies and illness incidence among employees.³

The expected bed census, number of bassinets and the bassinet census for different size hospitals was determined on the basis of the following correlations: (1) Beds and bed census; (2) beds with bassinets; and (3) bassinets with bassinet census.

The staffing tables can be interpreted as follows: On the basis of the survey of the 22 hospitals, one may expect to find the following in a 25-bed hospital: (1) average bed census, 18; (2) number of bassinets, 11; (3) bassinet census, 5; and (4) a staff of 35 people (with the nursing personnel on a 40-hour workweek).

Those using these guides should be cognizant of other factors which may influence the staffing of a hospital, and carefully study and review their particular situation in relation to:

- (1) The size of the hospital building and grounds.
- (2) The plan and arrangement of the hospital.
- (3) The kind, amount, and distribution of supplies and equipment.

³Formula to calculate the number of personnel to cover for lapsed time.

Number of lapsed weeks ÷ number of weeks personnel work = number of additional personnel required.

Example: To determine the number of persons required to provide coverage for a staff of 25 persons when each person is off duty 4 weeks each year. (Two weeks annual vacation, 1 week sick leave, and 1 week holidays): 52 weeks = 1 year - 4 weeks lapsed time = 48 weeks each person works each year.

25 persons × 4 weeks lapsed time = 100 weeks to be covered each year.

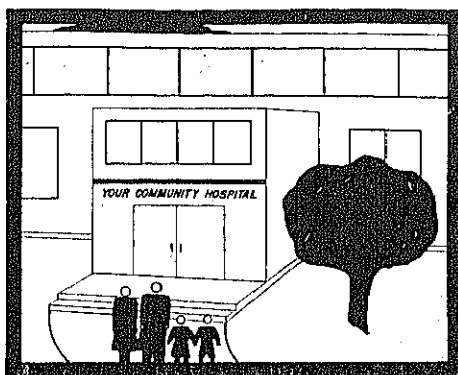
100 weeks ÷ 48 weeks each person works = 2.09 persons required.

- (4) The diagnoses and degree of illness of the patients served.
- (5) The prevailing medical practice including kinds of treatments, medications, tests, and services required for the patients.
- (6) The kind and amount of care given the patients.
- (7) The number and type of surgical operations.
- (8) The schedule for operations.
- (9) The kinds and numbers of emergency, accident, or out-patients treated.
- (10) The segregation of patients.
- (11) The provision of separate personnel for various types of patients or departments.
- (12) The organization, supervision, and flexibility of the personnel.
- (13) The training and experience of the personnel.

Three guides, supplemental remarks, and statistical data based on the guides are presented:

- (1) A staffing guide for hospitals of various sizes with a nursing staff on a 40-hour workweek.
- (2) A staffing guide for hospitals of various sizes with a nursing staff on a 44-hour workweek.
- (3) A staffing guide for hospitals of various sizes with a nursing staff on a 48-hour workweek.

STAFFING GUIDE FOR THE 25 BED GENERAL HOSPITAL



NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

40 hours

44 hours

48 hours











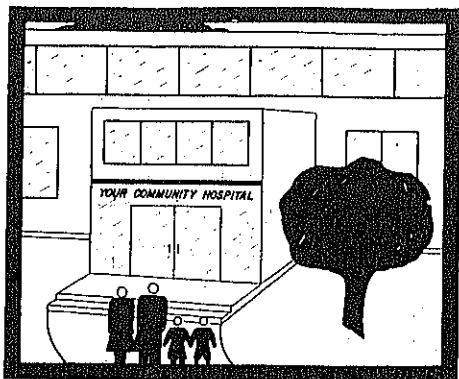
		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		2	2	2
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		21	19	18
X - RAY		1	1	1
LABORATORY		1	1	1
DIETARY		4	4	4
HOUSEKEEPING		2	2	2
PLANT OPERATION		1	1	1
LAUNDRY		1	1	1

CHART "A"

STAFFING GUIDE FOR THE 30 BED GENERAL HOSPITAL



NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

40 hours

44 hours

48 hours











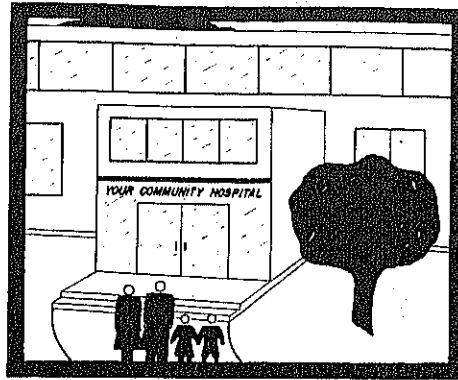
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		2	2	2
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		24	22	20
X - RAY		1	1	1
LABORATORY		1	1	1
DIETARY		5	5	5
HOUSEKEEPING		3	3	3
PLANT OPERATION		1	1	1
LAUNDRY		1	1	1

CHART "B"

STAFFING GUIDE FOR THE 40 BED GENERAL HOSPITAL



NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -
40 hours 44 hours 48 hours











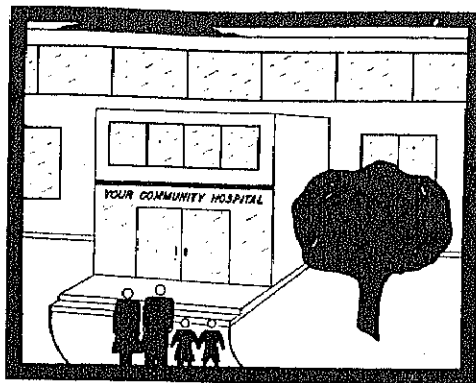
		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		3	3	3
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		31	28	26
X - RAY		1	1	1
LABORATORY		1	1	1
DIETARY		6	6	6
HOUSEKEEPING		4	4	4
PLANT OPERATION		2	2	2
LAUNDRY		2	2	2

CHART "C"

STAFFING GUIDE FOR THE 50 BED GENERAL HOSPITAL



NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

40 hours

44 hours

48 hours











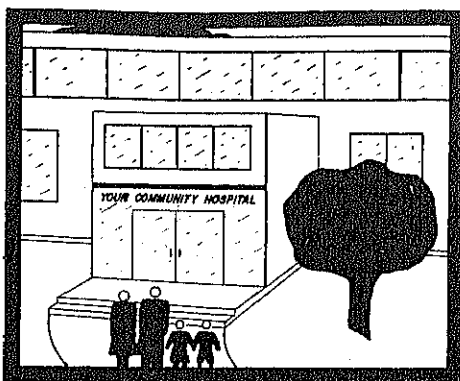
		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		4	4	4
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		36	33	30
X-RAY		1	1	1
LABORATORY		1	1	1
DIETARY		7	7	7
HOUSEKEEPING		5	5	5
PLANT OPERATION		2	2	2
LAUNDRY		3	3	3

CHART "D"

STAFFING GUIDE FOR THE 60 BED GENERAL HOSPITAL













NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

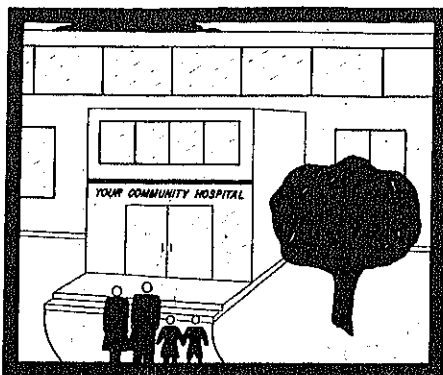
40 hours

44 hours

48 hours

		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		4	4	4
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		45	40	37
X-RAY		1	1	1
LABORATORY		2	2	2
DIETARY		8	8	8
HOUSEKEEPING		6	6	6
PLANT OPERATION		2	2	2
LAUNDRY		4	4	4

STAFFING GUIDE FOR THE 70 BED GENERAL HOSPITAL













NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

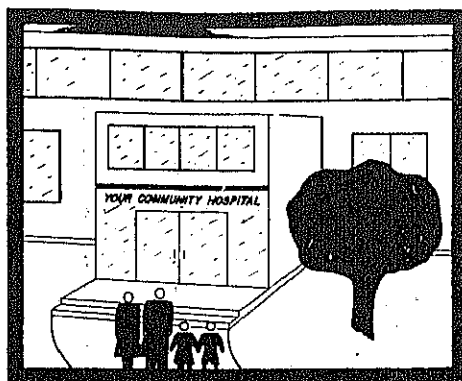
40 hours

44 hours

48 hours

		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		5	5	5
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		50	46	42
X - RAY		1	1	1
LABORATORY		2	2	2
DIETARY		9	9	9
HOUSEKEEPING		7	7	7
PLANT OPERATION		2	2	2
LAUNDRY		4	4	4

STAFFING GUIDE FOR THE 75 BED GENERAL HOSPITAL



NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

40 hours

44 hours

48 hours











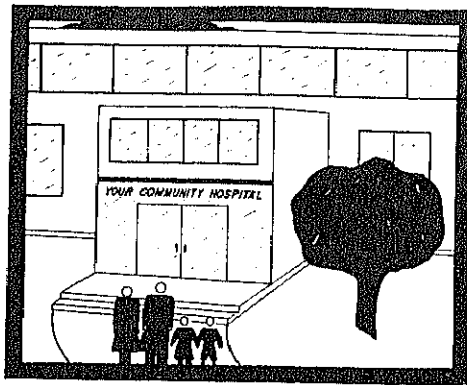
		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		6	6	6
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		56	51	47
X - RAY		2	2	2
LABORATORY		2	2	2
DIETARY		10	10	10
HOUSEKEEPING		8	8	8
PLANT OPERATION		3	3	3
LAUNDRY		5	5	5

CHART "G"

STAFFING GUIDE FOR THE 80 BED GENERAL HOSPITAL



NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

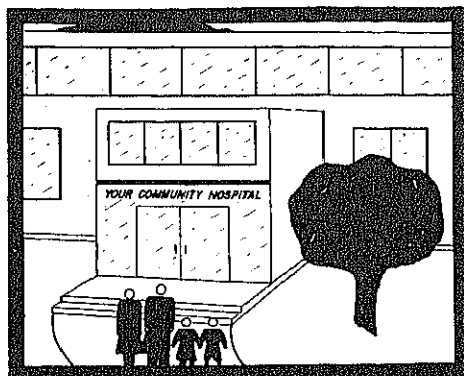
40 hours

44 hours

48 hours

		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE a RECORDS		6	6	6
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		57	52	48
X - RAY		2	2	2
LABORATORY		2	2	2
DIETARY		10	10	10
HOUSEKEEPING		9	9	9
PLANT OPERATION		3	3	3
LAUNDRY		5	5	5

STAFFING GUIDE FOR THE 90 BED GENERAL HOSPITAL



NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

40 hours

44 hours

48 hours











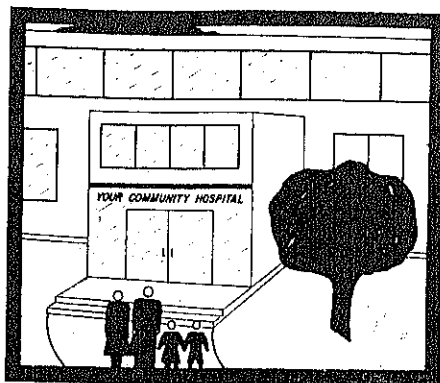
		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE a RECORDS		6	6	6
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		63	57	53
X - RAY		2	2	2
LABORATORY		2	2	2
DIETARY		11	11	11
HOUSEKEEPING		10	10	10
PLANT OPERATION		3	3	3
LAUNDRY		6	6	6

CHART "1"

STAFFING GUIDE FOR THE 100 BED GENERAL HOSPITAL













NUMBER OF PERSONS BY DEPARTMENT

NURSING STAFF ON WORK WEEK OF -

40 hours

44 hours

48 hours

		40 hours	44 hours	48 hours
ADMINISTRATION		1	1	1
BUSINESS OFFICE & RECORDS		7	7	7
MEDICAL - SURGICAL SERVICE		1	1	1
NURSING		70	64	58
X - RAY		2	2	2
LABORATORY		3	3	3
DIETARY		12	12	12
HOUSEKEEPING		11	11	11
PLANT OPERATION		3	3	3
LAUNDRY		6	6	6

HOURS OF NURSING CARE PER PATIENT PER DAY IN GENERAL HOSPITALS

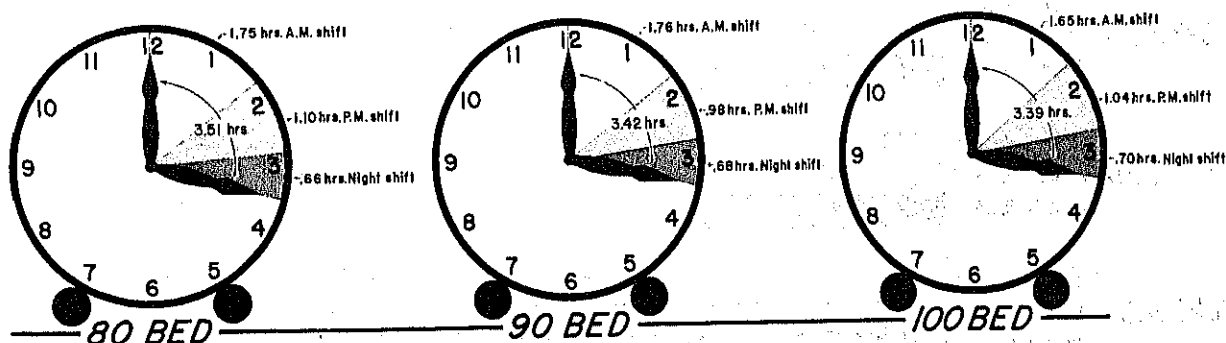
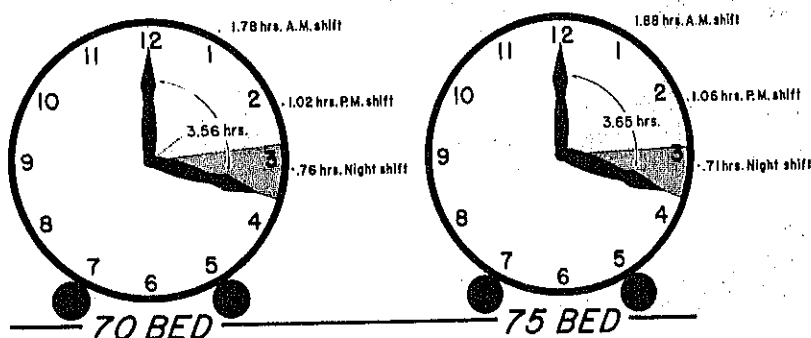
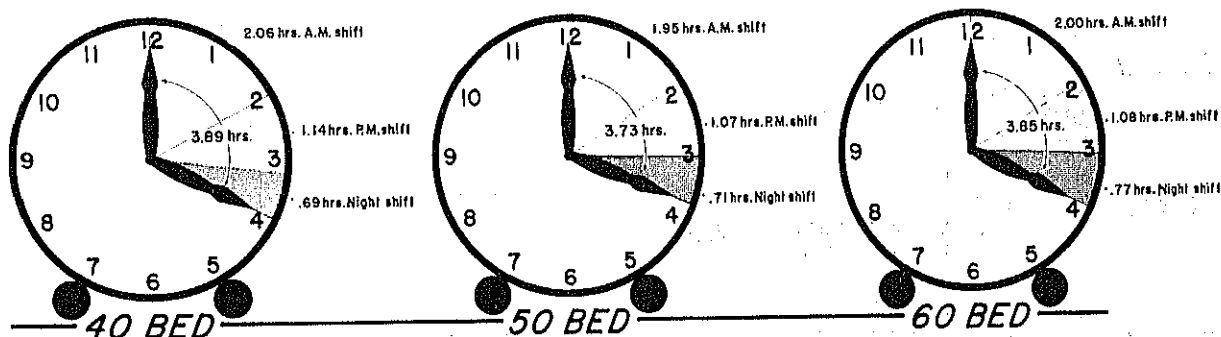
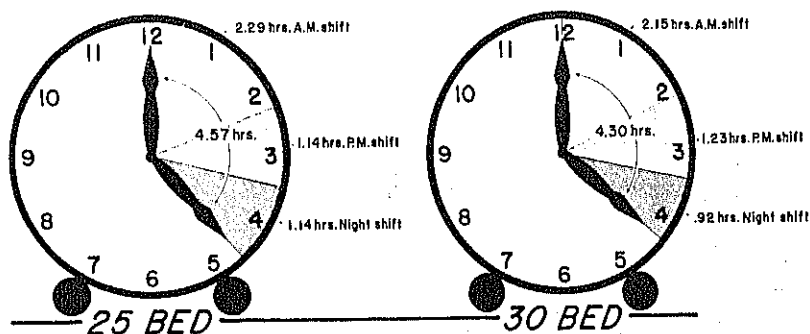


CHART "K"

PERCENT OF NURSING PERSONNEL ASSIGNED BY SHIFT OF SERVICE

— BY SIZE OF HOSPITAL —

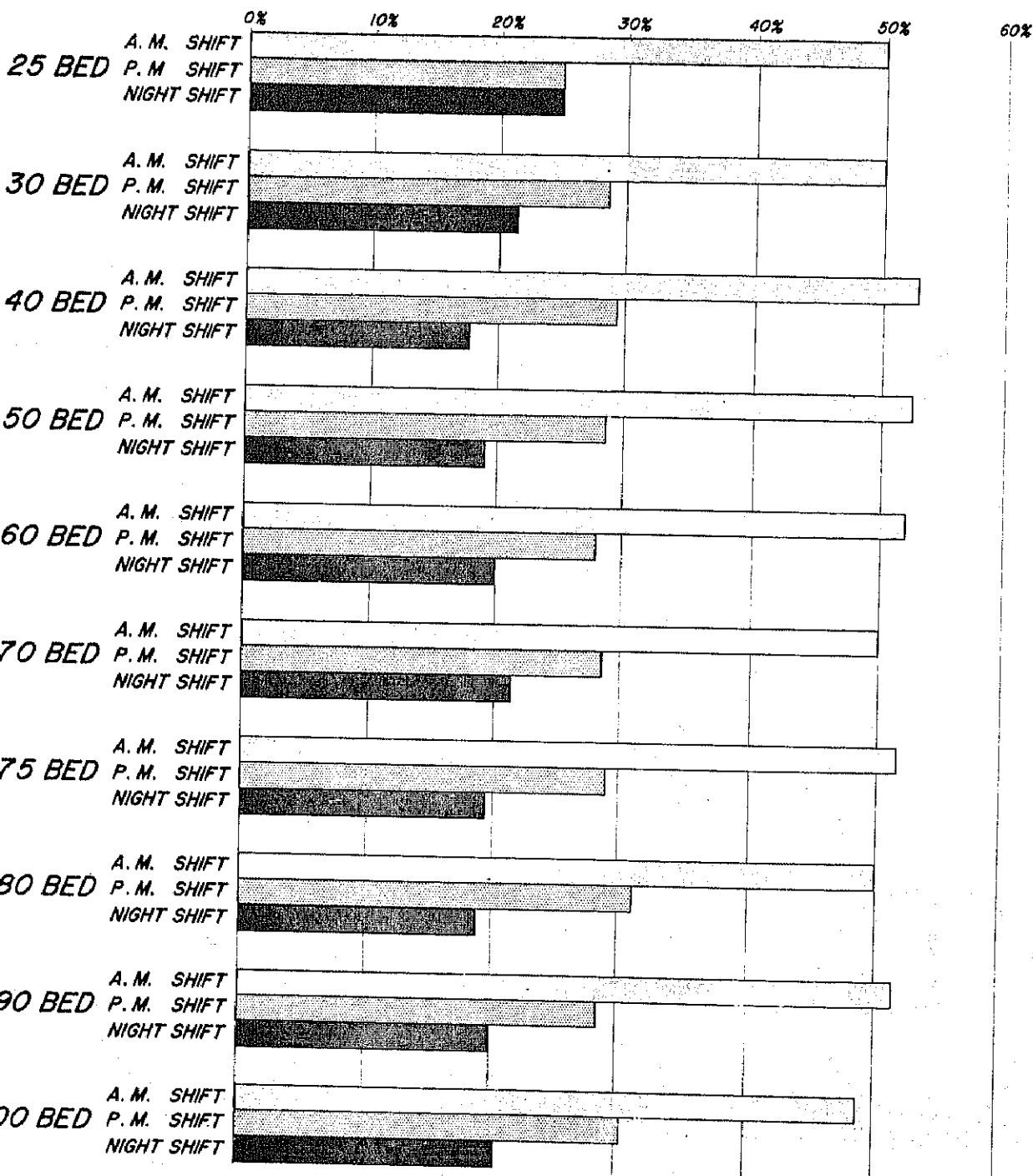


CHART "L"

TABLE 1-A

A STAFFING GUIDE FOR HOSPITALS OF VARIOUS SIZES BETWEEN
25 AND 100 BEDS WITH A NURSING STAFF ON A 40-HOUR WORKWEEK SCHEDULE

SUMMARY OF PERSONS REQUIRED BY SIZE OF HOSPITAL

HOSPITAL SIZES

NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16

PERSONNEL DESIGNATION

TOTAL	35	40	52	61	74	82	94	96	105	116
1. ADMINISTRATION	1	1	1	1	1	1	1	1	1	1
2. BUSINESS OFFICE & RECORDS	2	2	3	4	4	5	6	6	6	7
3. MEDICAL-SURGICAL SERVICE ²	1	1	1	1	1	1	1	1	1	1
4. NURSING	21	24	31	36	45	50	56	57	63	70
5. X-RAY	1	1	1	1	1	1	2	2	2	2
6. LABORATORY	1	1	1	1	2	2	2	2	2	3
7. DIETARY	4	5	6	7	8	9	10	10	11	12
8. HOUSEKEEPING	2	3	4	5	6	7	8	9	10	11
9. PLANT OPERATION	1	1	2	2	2	2	3	3	3	3
10. LAUNDRY ³	1	1	2	3	4	4	5	5	6	6

¹NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²ANESTHETIST AS REQUIRED BY LOCAL MEDICAL PRACTICE.

³DELETE WHEN HOSPITAL WILL NOT OPERATE A LAUNDRY.

TABLE I-B
A STAFFING GUIDE FOR HOSPITALS OF VARIOUS SIZES BETWEEN
25 AND 100 BEDS WITH A NURSING STAFF ON A 40-HOUR WORKWEEK SCHEDULE

NUMBER OF PERSONS BY TYPE REQUIRED BY SIZE OF HOSPITAL

HOSPITAL SIZES										
No. Beds	25	30	40	50	60	70	75	80	90	100
No. Patients ¹	16	20	28	36	44	52	56	60	68	76
No. Bassinets ¹	11	12	13	15	17	19	20	21	22	24
No. Newborn ¹	5	6	7	9	10	11	12	13	14	16
PERSONNEL DESIGNATION										
TOTAL	35	40	52	61	74	82	94	96	105	116
1. ADMINISTRATION										
ADMINISTRATOR	1	1	1	1	1	1	1	1	1	1
2. BUSINESS OFFICE AND RECORDS										
ACC'TANTS & BOOKKEEPERS	1	1	1	1	1	1	1	1	1	2
CLERKS-CASHIERS-STENOS.	1	1	1	2	2	3	3	3	3	3
RECORD LIBRARIAN	0	0	1	1	1	1	2	2	2	2
3. MEDICAL SURGICAL SERVICE										
ANESTHETIST ²	1	1	1	1	1	1	1	1	1	1
4. NURSING										
GRADUATE NURSES:										
ADMIN.-SUPV.-HEAD NRS.	1	1	2	2	3	4	4	4	5	5
BEDSIDE CARE	9	11	13	16	19	21	24	24	27	30
NON-BEDSIDE UNITS	1	1	2	2	3	3	3	3	3	4
NURSE AIDES OR PRACTICAL NURSES:										
BEDSIDE CARE	9	9	12	13	17	19	20	21	22	25
NON-BEDSIDE UNITS	1	1	1	1	1	1	2	2	2	2
ORDERLIES:										
BEDSIDE CARE AND NON-BEDSIDE UNITS	0	1	1	2	2	2	3	3	4	4
5. X-RAY										
TECHNICIANS & HELPERS	1	1	1	1	1	1	2	2	2	2
6. LABORATORY										
TECHNICIANS & HELPERS	1	1	1	1	2	2	2	2	2	3
7. DIETARY										
DIETICIANS & ASST. DIET.	0	0	0	1	1	1	1	1	1	1
COOKS AND BAKERS	2	2	2	2	2	2	2	2	2	3
WAITERS AND HELPERS	2	3	4	4	5	6	7	7	8	8
8. HOUSEKEEPING										
HOUSEKEEPERS	1	1	1	1	1	1	1	1	1	1
MAIDS & HELPERS	1	1	2	3	4	5	5	6	7	8
PORTERS & JANITORS	0	1	1	1	1	1	2	2	2	2
9. PLANT OPERATION										
ENGR. MAINTENANCE MEN	1	1	2	2	2	2	2	3	3	3
10. LAUNDRY ³										
SUPV. & ASSTS.	1	1	2	3	4	4	5	5	6	6

¹NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²AS REQUIRED BY LOCAL MEDICAL PRACTICE.

³DELETE WHEN HOSPITAL WILL NOT OPERATE A LAUNDRY.

TABLE II-A
A STAFFING GUIDE FOR HOSPITALS OF VARIOUS SIZES BETWEEN
25 AND 100 BEDS WITH A NURSING STAFF ON A 44-HOUR WORKWEEK SCHEDULE

SUMMARY OF PERSONS REQUIRED BY SIZE OF HOSPITAL

HOSPITAL SIZES

NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16

PERSONNEL DESIGNATION

TOTAL	33	38	49	58	69	78	89	91	99	110
1. ADMINISTRATION	1	1	1	1	1	1	1	1	1	1
2. BUSINESS OFFICE & RECORDS	2	2	3	4	4	5	6	6	6	7
3. MEDICAL-SURGICAL SERVICE ²	1	1	1	1	1	1	1	1	1	1
4. NURSING	19	22	28	33	40	46	51	52	57	64
5. X-RAY	1	1	1	1	1	1	2	2	2	2
6. LABORATORY	1	1	1	1	2	2	2	2	2	3
7. DIETARY	4	5	6	7	8	9	10	10	11	12
8. HOUSEKEEPING	2	3	4	5	6	7	8	9	10	11
9. PLANT OPERATION	1	1	2	2	2	2	3	3	3	3
10. LAUNDRY ³	1	1	2	3	4	4	5	5	6	6

¹NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²ANESTHETIST AS REQUIRED BY LOCAL MEDICAL PRACTICE.

³DELETE WHEN HOSPITAL WILL NOT OPERATE A LAUNDRY.

TABLE II-B
A STAFFING GUIDE FOR HOSPITALS OF VARIOUS SIZES BETWEEN
25 AND 100 BEDS WITH A NURSING STAFF ON A 44-HOUR WORKWEEK SCHEDULE

NUMBER OF PERSONS BY TYPE REQUIRED BY SIZE OF HOSPITAL

HOSPITAL SIZES										
NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16
PERSONNEL DESIGNATION										
TOTAL	33	38	49	58	69	78	89	91	99	110
1. ADMINISTRATION										
ADMINISTRATOR	1	1	1	1	1	1	1	1	1	1
2. BUSINESS OFFICE & RECORDS										
ACC'TANTS & BOOKKEEPERS	1	1	1	1	1	1	1	1	1	2
CLERKS-CASHIERS-STENOS.	1	1	1	2	2	3	3	3	3	3
RECORD LIBRARIAN	0	0	1	1	1	1	2	2	2	2
3. MEDICAL-SURGICAL SERVICE										
ANESTHETIST ²	1	1	1	1	1	1	1	1	1	1
4. NURSING										
GRADUATE NURSES:										
ADMIN.-SUPV.-HEAD NURSES	1	1	2	2	3	4	4	4	5	5
BEDSIDE CARE	8	10	12	14	17	19	21	22	24	27
NON-BEDSIDE UNITS	1	1	2	2	3	3	3	3	3	4
NURSES AIDES OR PRACTICAL NURSES:										
BEDSIDE CARE	8	8	10	13	14	17	18	18	19	22
NON-BEDSIDE UNITS	1	1	1	1	1	1	2	2	2	2
ORDERLIES:										
BEDSIDE CARE AND NON-BEDSIDE UNITS	0	1	1	1	2	2	3	3	4	4
5. X-RAY										
TECHNICIANS & HELPERS	1	1	1	1	1	1	2	2	2	2
6. LABORATORY										
TECHNICIANS & HELPERS	1	1	1	1	2	2	2	2	2	3
7. DIETARY										
DIETICIANS & ASST. DIET.	0	0	0	1	1	1	1	1	1	1
COOKS AND BAKERS	2	2	2	2	2	2	2	2	2	3
WAITERS & HELPERS	2	3	4	4	5	6	7	7	8	8
8. HOUSEKEEPING										
HOUSEKEEPERS	1	1	1	1	1	1	1	1	1	1
MAIDS & HELPERS	1	1	2	3	4	5	5	6	7	8
PORTERS & JANITORS	0	1	1	1	1	1	2	2	2	2
9. PLANT OPERATION										
ENGR.-MAINTENANCE MEN	1	1	2	2	2	2	3	3	3	3
10. LAUNDRY³										
SUPV. & ASSTS	1	1	2	3	4	4	5	5	6	6

¹NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²AS REQUIRED BY LOCAL MEDICAL PRACTICE.

³DELETE WHEN HOSPITAL WILL NOT OPERATE A LAUNDRY.

TABLE III-A
A STAFFING GUIDE FOR HOSPITALS OF VARIOUS SIZES BETWEEN
25 AND 100 BEDS WITH A NURSING STAFF ON A 48-HOUR WORKWEEK SCHEDULE

SUMMARY OF PERSONS REQUIRED BY SIZE OF HOSPITAL

HOSPITAL SIZES										
NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16
PERSONNEL DESIGNATION										
TOTAL	32	36	47	55	66	74	85	87	95	104
1. ADMINISTRATION	1	1	1	1	1	1	1	1	1	1
2. BUSINESS OFFICE & RECORDS	2	2	3	4	4	5	6	6	6	7
3. MEDICAL-SURGICAL SERVICE ²	1	1	1	1	1	1	1	1	1	1
4. NURSING	18	20	26	30	37	42	47	48	53	58
5. X-RAY	1	1	1	1	1	1	2	2	2	2
6. LABORATORY	1	1	1	1	2	2	2	2	2	3
7. DIETARY	4	5	6	7	8	9	10	10	11	12
8. HOUSEKEEPING	2	3	4	5	6	7	8	9	10	11
9. PLANT OPERATION	1	1	2	2	2	2	3	3	3	3
0. LAUNDRY ³	1	1	2	3	4	4	5	5	6	6

¹NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²ANESTHETIST AS REQUIRED BY LOCAL MEDICAL PRACTICE.

³DELETE WHEN HOSPITAL WILL NOT OPERATE A LAUNDRY.

TABLE III-B

A STAFFING GUIDE FOR HOSPITALS OF VARIOUS SIZES BETWEEN
25 AND 100 BEDS WITH A NURSING STAFF ON A 48-HOUR WORKWEEK SCHEDULE

NUMBER OF PERSONS BY TYPE REQUIRED BY SIZE OF HOSPITAL

HOSPITAL SIZES	25	30	40	50	60	70	75	80	90	100
BEDS	25	30	40	50	60	70	75	80	90	100
PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NEWBORN ¹	5	6	7	9	10	11	12	13	14	16
STAFF DESIGNATION	32	36	47	55	66	74	85	87	95	104
ADMINISTRATION										
ADMINISTRATOR	1	1	1	1	1	1	1	1	1	1
BUSINESS OFFICE & RECORDS										
CLERKS & BOOKKEEPERS	1	1	1	1	1	1	1	1	1	2
CLERKS-CASHIERS-STENOS.	1	1	1	2	2	3	3	3	3	3
RECORD LIBRARIAN	0	0	1	1	1	1	2	2	2	2
CLINICAL-SURGICAL SERVICE										
ESTHETIST ²	1	1	1	1	1	1	1	1	1	1
LABORING										
GRADUATE NURSES:										
ADMIN.-SUPV.-HEAD NURSES	1	1	2	2	3	4	4	4	5	5
BEDSIDE CARE	8	9	11	13	15	17	19	20	22	24
NON-BEDSIDE UNITS	1	1	2	2	3	3	3	3	3	4
NURSES AIDES OR PRACTICAL NURSES:										
BEDSIDE CARE	7	7	9	11	13	15	16	16	17	19
NON-BEDSIDE UNITS	1	1	1	1	1	1	2	2	2	2
ORDERLIES:										
BEDSIDE CARE AND NON-BEDSIDE UNITS	0	1	1	1	2	2	3	3	4	4
LABORATORY										
TECHNICIANS & HELPERS	1	1	1	1	1	1	2	2	2	2
RADIATION THERAPY										
TECHNICIANS & HELPERS	1	1	1	1	2	2	2	2	2	3
DIETARY										
DIETICIANS & ASST. DIET.	0	0	0	1	1	1	1	1	1	1
COOKS AND BAKERS	2	2	2	2	2	2	2	2	2	3
CLEANERS AND HELPERS	2	3	4	4	5	6	7	7	8	8
HOUSEKEEPING										
HOUSEKEEPERS	1	1	1	1	1	1	1	1	1	1
LAUNDRY & HELPERS	1	1	2	3	4	5	5	6	7	8
CLEANERS & JANITORS	0	1	1	1	1	1	2	2	2	2
MAINTENANCE OPERATION										
REPAIR-MAINTENANCE MEN	1	1	2	2	2	2	3	3	3	3
LAUNDRY ³										
WASH. & ASSTS.	1	1	2	3	4	4	5	5	6	6

NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

BASED ON LOCAL MEDICAL PRACTICE.

NOTE WHEN HOSPITAL WILL NOT OPERATE A LAUNDRY.

SUPPLEMENTAL REMARKS

1. Administration

The selection of a well-qualified person as hospital administrator is of paramount importance to the hospital. The administrator is concerned with both the business and professional aspects of the hospital. Whatever the background of the person selected for this position, he or she should possess broad administrative qualifications and training. He will need and must be given an adequate and competent staff. Nurse administrators predominate in hospitals of less than fifty beds, but when a non-nurse administrator is engaged he usually administers the business aspects of the hospital, and the director of nurses works closely with him and the medical staff in the supervision and regulation of the professional activities of the hospital.

2. Business Office and Records

No provision was made for a record-librarian in hospitals of less than forty beds since the record-librarian functions would probably be combined with other stenographic and clerical duties. The administrator often performs some of the duties in the business office.

Small hospitals sometimes employ an accountant on a part-time basis to supervise the accounting functions.

3. Medical-Surgical Service

The employment of anesthetists is dependent upon local medical practice and the number of surgical operations performed.

Interns and residents are usually not appointed to hospitals of less than 100 beds, except as affiliates of larger hospitals.

Nursing

In selecting the staff for the nursing department a capable director of nurses, an operating room supervisor and an obstetrical supervisor are essential.

The nursing personnel recommended are classified into three groups:

- (1) *Administration, supervision, and head nurses* (includes the director of nurses, her assistants, and the head nurses and supervisors of the in-patient units). In hospitals of less than forty beds the director of nurses would probably perform some of the functions of the head nurse or supervisor of the in-patient units. Because the head nurse in the small hospital usually performs some bedside nursing care in addition to her supervisory duties, the number of supervisory nurses recommended is equivalent to full-time persons, i.e., one person recommended for supervision may actually be two nurses dividing their time between bedside care and supervision.
- (2) *Non-bedside Unit Personnel* (includes the supervisors and other nursing personnel for the operating room and the central supply room). The number recommended is minimal and will require adjustment in accordance with the number and kinds of surgical operations performed and the extent of service rendered in the central supply room. When only one graduate nurse is provided for the operating room an additional nurse would be required from the nursing staff of the other hospital units at the time surgical operations were being performed. Many of the routine

functions in these units can be performed by nonprofessional personnel, i.e., nurse-aides or orderlies under the supervision of a graduate nurse.

No provision was made for full-time personnel for the out-patient or emergency service, since only one hospital visited furnished out-patient service to the extent that a full-time out-patient staff was required.

(g) *Bedside Care Personnel* (includes all nursing personnel, exclusive of the supervisors or the head-nurses, for the in-patient units). To provide a minimum coverage of graduate nurses for 24-hour service, as determined by the study, at least 50 percent of the bedside nursing staff should be graduate nurses. The orderlies provided are intended to be men to perform nursing duties rather than housekeeping functions. The number of orderlies is shown in full-time equivalents. When two men divide their time between housekeeping and nursing it is indicated as one orderly and one porter.

The number of nursing personnel provided does not include persons for housekeeping duties on in-patient and non-bedside units, since housekeeping functions should be performed by the housekeeping persons provided.

5-6. X-ray - Laboratory

Personnel in Laboratory and X-ray departments often interchange between the two departments. In the small hospital, two persons engaged for the laboratory and X-ray may be one qualified technician and an assistant to perform the routine duties not requiring a qualified technician.

7. Dietary

Although the dietician is only included in hospitals with more than forty beds, it is advisable, when possible, to provide a dietician

for all hospitals. When small hospitals are not too widely separated, one dietician is sometimes shared by several hospitals. In some of the States the services of a consultant dietician or nutritionist is available to hospitals through the State Board of Health.

Housekeeping

In the small hospital the housekeeper must of necessity perform some routine housekeeping functions. Nevertheless, it is important to select a person for this position who is familiar with the principles of good housekeeping, and who has the ability to organize and supervise the housekeeping of the hospital in addition to performing some routine tasks.

Where no porter is provided, the duties of this position would probably be delegated to one of the men assigned to plant operation.

Plant Operation

When the only men employed by a hospital are assigned to the plant operation department, they usually perform many duties throughout the hospital requiring the services of a man.

Additional maintenance personnel may be required during the summer months to care for the hospital grounds.

Laundry

Whether it is advisable for a small hospital to operate a laundry is debatable.

The personnel recommended for the laundry are intended for hospitals with laundries equipped to provide complete laundry service. Because the number recommended is minimal, it may be necessary to engage

an additional part-time person or furnish assistance as needed from the housekeeping department.

In small hospitals where linens are sent to a commercial laundry, provision is often made within the hospital for the laundering of infant clothing or special articles by some member of the housekeeping staff.

Additional Personnel Not Included in Guides

1. Pharmacist

It is recommended that the services of a pharmacist on a consultative or part-time basis be utilized in hospitals of less than 100 beds.

2. Physical Therapist

The inclusion of a physical therapist on the hospital staff would depend on local medical practice.

3. Clerical Personnel

Additional clerical employees are suggested in various sections of the hospital to relieve the professional personnel of routine clerical duties.

4. Out-Patient Personnel

Additional nursing and clerical personnel would be required in hospitals operating a full-time out-patient service.

TABLE IV
DATA ON HOSPITALS AND HOSPITAL PERSONNEL

BASED ON TABLES I-A, II-A, III-A

HOSPITAL SIZES

NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16

PERCENT OCCUPANCY¹

BED OCCUPANCY	64	67	70	72	73	74	75	75	76	76
BASSINET OCCUPANCY	45	50	54	60	59	58	60	62	64	67

40-HOUR WEEK SCHEDULE

TOTAL NUMBER PERSONNEL	35	40	52	61	74	82	94	96	105	116
------------------------	----	----	----	----	----	----	----	----	-----	-----

RATIO:

PERSONNEL TO BEDS	1-.71	1-.75	1-.77	1-.82	1-.81	1-.85	1-.80	1-.83	1-.86	1-.86
PERSONNEL TO BEDS AND BASSINETS	1-1.03	1-1.05	1-1.02	1-1.07	1-1.04	1-1.09	1-1.01	1-1.05	1-1.07	1-1.07
PERSONNEL TO PATIENTS EXCLUDING NEWBORN	1-.46	1-.50	1-.54	1-.59	1-.59	1-.63	1-.60	1-.63	1-.65	1-.66
PERSONNEL TO PATIENTS INCLUDING NEWBORN	1-.60	1-.65	1-.67	1-.74	1-.73	1-.77	1-.72	1-.76	1-.78	1-.79

44-HOUR WEEK SCHEDULE

TOTAL NUMBER PERSONNEL	33	38	49	58	69	78	89	91	99	110
------------------------	----	----	----	----	----	----	----	----	----	-----

RATIO:

PERSONNEL TO BEDS	1-.76	1-.79	1-.82	1-.86	1-.87	1-.90	1-.84	1-.88	1-.91	1-.91
PERSONNEL TO BEDS AND BASSINETS	1-1.09	1-1.11	1-1.08	1-1.12	1-1.12	1-1.14	1-1.07	1-1.11	1-1.13	1-1.13
PERSONNEL TO PATIENTS EXCLUDING NEWBORN	1-.48	1-.53	1-.57	1-.62	1-.64	1-.67	1-.63	1-.66	1-.69	1-.69
PERSONNEL TO PATIENTS INCLUDING NEWBORN	1-.64	1-.68	1-.71	1-.78	1-.78	1-.81	1-.76	1-.80	1-.83	1-.84

48-HOUR WEEK SCHEDULE

TOTAL NUMBER PERSONNEL	32	36	47	55	66	74	85	87	95	104
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RATIO:

PERSONNEL TO BEDS	1-.78	1-.83	1-.85	1-.91	1-.91	1-.95	1-.88	1-.92	1-.95	1-.96
PERSONNEL TO BEDS AND BASSINETS	1-1.13	1-1.17	1-1.13	1-1.18	1-1.17	1-1.20	1-1.12	1-1.16	1-1.18	1-1.19
PERSONNEL TO PATIENTS EXCLUDING NEWBORN	1-.50	1-.56	1-.60	1-.65	1-.67	1-.70	1-.66	1-.69	1-.72	1-.73
PERSONNEL TO PATIENTS INCLUDING NEWBORN	1-.66	1-.72	1-.74	1-.82	1-.82	1-.85	1-.80	1-.84	1-.86	1-.88

¹NUMBER OF PATIENTS AND PERCENT OCCUPANCY BASED ON 22 HOSPITALS SURVEYED.

TABLE V
DATA ON NURSING PERSONNEL WITH A NURSING STAFF WORKING A 40-HOUR WORKWEEK
BASED ON TABLE 1-A

HOSPITAL SIZES

NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16
NO. BEDS & BASSINETS	36	42	53	65	77	89	95	101	112	124
NO. PATIENTS INCL. NEWBORN	21	26	35	45	54	63	68	73	82	92

PERCENT TOTAL PERSONNEL

ASSIGNED TO NURSING	60	60	60	59	61	61	60	59	60	60
TOTAL										
NUMBER NURSING PERSONNEL	21	24	31	36	45	50	56	57	63	70
PROFESSIONAL ²	11	13	17	20	25	28	31	31	35	39
NON-PROFESSIONAL ³	10	11	14	16	20	22	25	26	28	31

PERCENT NURSING PERSONNEL

PROFESSIONAL	52	54	55	56	56	56	55	54	56	56
NON-PROFESSIONAL	48	46	45	44	44	44	45	46	44	44

ANALYSIS BY ASSIGNMENT

NUMBER NURSING PERSONNEL										
TOTAL	21	24	31	36	45	50	56	57	63	70
ADMIN.-SUPR.-HEAD NURSES	1	1	2	2	3	4	4	4	5	5
NON-BEDSIDE UNITS	2	2	3	3	4	4	5	5	5	6
BEDSIDE CARE	18	21	26	31	38	42	47	48	53	59

PERCENT NURSING PERSONNEL

ADMIN.-SUPR.-HEAD NURSES	5	4	6	6	7	8	7	7	8	7
NON-BEDSIDE UNITS	10	8	10	8	9	8	9	9	8	9
BEDSIDE CARE	85	88	84	86	84	84	84	84	84	84

RATIO NURSING PERSONNEL

TO BEDS										
TOTAL	1-1.19	1-1.25	1-1.29	1-1.39	1-1.33	1-1.40	1-1.34	1-1.40	1-1.43	1-1.43
ADMIN.-SUPR.-HEAD NURSE	1-25	1-30	1-20	1-25	1-20	1-17.5	1-18.8	1-20	1-18	1-20
NON-BEDSIDE UNITS	1-12.5	1-15	1-13.3	1-16.7	1-15	1-17.5	1-15	1-16	1-18	1-16.7
BEDSIDE CARE	1-1.39	1-1.43	1-1.54	1-1.61	1-1.58	1-1.67	1-1.60	1-1.67	1-1.70	1-1.69

RATIO NURSING PERSONNEL

TO BEDS AND BASSINETS										
TOTAL	1-1.71	1-1.75	1-1.71	1-1.81	1-1.71	1-1.78	1-1.70	1-1.77	1-1.78	1-1.77
ADMIN.-SUPR.-HEAD NURSE	1-36	1-42	1-26.5	1-32.5	1-25.6	1-22.3	1-23.8	1-25.3	1-22.4	1-24.8
NON-BEDSIDE UNITS	1-18	1-21	1-17.7	1-21.7	1-19.3	1-22.3	1-19.0	1-20.2	1-22.4	1-20.7
BEDSIDE CARE	1-2	1-2	1-2.04	1-2.10	1-2.03	1-2.12	1-2.02	1-2.10	1-2.11	1-2.10

RATIO NURSING PERSONNEL TO
PATIENTS EXCLUDING NEWBORN

TOTAL	1-.76	1-.83	1-.90	1-1	1-.98	1-1.04	1-1	1-1.05	1-1.08	1-1.09
ADMIN.-SUPR.-HEAD NURSE	1-16	1-20	1-14	1-18	1-14.7	1-13	1-14	1-15	1-13.6	1-15.2
NON-BEDSIDE UNITS	1-8	1-10	1-9.3	1-12	1-11	1-13	1-11.2	1-12	1-13.6	1-12.7
BEDSIDE CARE	1-.89	1-.95	1-1.08	1-1.16	1-1.16	1-1.24	1-1.19	1-1.25	1-1.28	1-1.29

RATIO NURSING PERSONNEL TO
PATIENTS INCLUDING NEWBORN

TOTAL	1-1	1-1.08	1-1.13	1-1.25	1-1.20	1-1.26	1-1.21	1-1.28	1-1.30	1-1.31
ADMIN.-SUPR.-HEAD NURSE	1-21	1-26	1-17.5	1-22.5	1-18	1-15.8	1-17	1-18.3	1-16.4	1-18.4
NON-BEDSIDE UNITS	1-10.5	1-13	1-11.7	1-15.0	1-13.5	1-15.8	1-13.6	1-14.6	1-16.4	1-15.3
BEDSIDE CARE	1-1.17	1-1.24	1-1.35	1-1.45	1-1.42	1-1.50	1-1.45	1-1.52	1-1.55	1-1.56

¹NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²PROFESSIONAL NURSES - GRADUATE NURSES (R.N.'s)

³NON-PROFESSIONAL NURSING PERSONNEL - INCLUDES PRACTICAL NURSES, NURSES' AIDES AND ORDERLIES.

TABLE VI
DATA ON NURSING PERSONNEL WITH A NURSING STAFF WORKING A 44-HOUR WORKWEEK
BASED ON TABLE II-A

HOSPITAL SIZES

NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16
NO. BEDS & BASSINETS	36	42	53	65	77	89	95	101	112	124
NO. PATIENTS INCL. NEWBORN	21	26	35	45	54	63	68	73	82	92

PERCENT TOTAL PERSONNEL

ASSIGNED TO NURSING	57.6	57.9	57.1	56.9	58.0	59.0	57.3	57.1	57.6	58.2
TOTAL										
NUMBER NURSING PERSONNEL	19	22	28	33	40	46	51	52	57	64
PROFESSIONAL ²	10	12	16	18	23	26	28	29	32	36
NON-PROFESSIONAL ³	9	10	12	15	17	20	23	23	25	28

PERCENT NURSING PERSONNEL BY

PROFESSIONAL	52.6	54.5	57.1	54.5	57.5	56.5	54.9	55.8	56.1	56.2
NON-PROFESSIONAL	47.4	45.5	42.9	45.5	42.5	43.5	45.1	44.2	43.9	43.8

ANALYSIS BY ASSIGNMENT

NUMBER NURSING PERSONNEL

TOTAL	19	22	28	33	40	46	51	52	57	64
ADMIN.-SUPR.-HEAD NURSE	1	1	2	2	3	4	4	4	5	5
NON-BEDSIDE UNITS	2	2	3	3	4	4	5	5	5	6
BEDSIDE CARE	16	19	23	28	33	38	42	43	47	53

PERCENT NURSING PERSONNEL

ADMIN.-SUPR.-HEAD NURSE	5.3	4.5	7.1	6.0	7.5	8.7	7.8	7.7	8.8	7.8
NON-BEDSIDE UNITS	10.5	9.0	10.7	9.0	10.0	8.7	9.8	9.6	8.8	9.4
BEDSIDE CARE	84.2	86.5	82.2	85.0	82.5	82.6	82.4	82.7	82.4	82.8

RATIO NURSING PERSONNEL

TO BEDS

TOTAL	1-1.32	1-1.36	1-1.43	1-1.52	1-1.50	1-1.52	1-1.47	1-1.54	1-1.58	1-1.56
ADMIN.-SUPR.-HEAD NURSE	1-2.5	1-30	1-20	1-25	1-20	1-17.5	1-18.8	1-20	1-18	1-20
NON-BEDSIDE UNITS	1-12.5	1-15	1-13.3	1-16.7	1-15	1-17.5	1-15	1-16	1-18	1-16.7
BEDSIDE CARE	1-1.56	1-1.58	1-1.74	1-1.79	1-1.82	1-1.84	1-1.79	1-1.86	1-1.91	1-1.89

RATIO NURSING PERSONNEL

TO BEDS AND BASSINETS

TOTAL	1-1.89	1-1.91	1-1.89	1-1.97	1-1.93	1-1.93	1-1.86	1-1.94	1-1.96	1-1.94
ADMIN.-SUPR.-HEAD NURSE	1-36	1-42	1-26.5	1-32.5	1-25.7	1-22.3	1-23.8	1-25.3	1-22.4	1-24.8
NON-BEDSIDE UNITS	1-18	1-21	1-17.7	1-21.7	1-19.3	1-22.3	1-19	1-20.2	1-22.4	1-20.7
BEDSIDE CARE	1-2.3	1-2.2	1-2.3	1-2.3	1-2.3	1-2.3	1-2.3	1-2.35	1-2.4	1-2.3

RATIO NURSING PERSONNEL TO

PATIENTS EXCLUDING NEWBORN

TOTAL	1-.84	1-.91	1-1	1-1.09	1-1.10	1-1.13	1-1.10	1-1.15	1-1.19	1-1.19
ADMIN.-SUPR.-HEAD NURSE	1-16	1-20	1-14	1-18	1-14.7	1-13	1-14	1-15	1-13.6	1-15.2
NON-BEDSIDE UNITS	1-8	1-10	1-9.3	1-12	1-11*	1-13	1-11.2	1-12	1-13.6	1-12.7
BEDSIDE CARE	1-1	1-1.05	1-1.22	1-1.29	1-1.33	1-1.37	1-1.33	1-1.40	1-1.45	1-1.43

RATIO NURSING PERSONNEL TO

PATIENTS INCLUDING NEWBORN

TOTAL	1-1.11	1-1.18	1-1.25	1-1.36	1-1.35	1-1.37	1-1.33	1-1.40	1-1.44	1-1.44
ADMIN.-SUPR.-HEAD NURSE	1-21	1-26	1-17.5	1-22.5	1-18	1-15.8	1-17	1-18.3	1-16.4	1-18.4
NON-BEDSIDE UNITS	1-10.5	1-13	1-11.7	1-15	1-13.5	1-15.8	1-13.6	1-14.6	1-16.4	1-15.3
BEDSIDE CARE	1-1.31	1-1.37	1-1.52	1-1.61	1-1.64	1-1.66	1-1.62	1-1.70	1-1.74	1-1.74

¹NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²PROFESSIONAL NURSES - GRADUATE NURSES (R.N.'s).

³NON-PROFESSIONAL NURSING PERSONNEL - PRACTICAL NURSES, NURSES' AIDES, AND ORDERLIES.

TABLE VII
DATA ON NURSING PERSONNEL WITH A NURSING STAFF WORKING A 48-HOUR WORKWEEK
BASED ON TABLE III-A

HOSPITAL SIZES

NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16
NO. BEDS & BASSINETS	36	42	53	65	77	89	95	101	112	124
NO. PATIENTS INCL. NEWBORN	21	26	35	45	54	63	68	73	82	92

PERCENT TOTAL PERSONNEL

ASSIGNED TO NURSING	56.3	55.6	55.3	54.5	56.1	56.8	55.3	55.2	55.8	55.8
TOTAL										
NUMBER NURSING PERSONNEL	18	20	26	30	37	42	47	48	53	58
PROFESSIONAL ²	10	11	15	17	21	24	26	27	30	33
NON-PROFESSIONAL ³	8	9	11	13	16	18	21	21	23	25

PERCENT NURSING PERSONNEL

PROFESSIONAL	55.6	55.0	57.7	56.7	56.8	57.1	55.3	56.3	56.6	56.9
NON-PROFESSIONAL	44.4	45.0	42.3	43.3	43.2	42.9	44.7	43.7	43.4	43.1

ANALYSIS BY ASSIGNMENT

NUMBER NURSING PERSONNEL										
TOTAL	18	20	26	30	37	42	47	48	53	58
ADMIN-SUPR-HEAD NURSE	1	1	2	2	3	4	4	4	5	5
NON BEDSIDE UNITS	2	2	3	3	4	4	5	5	5	6
BEDSIDE CARE	15	17	21	25	30	34	38	39	43	47

PERCENT NURSING PERSONNEL

ADMIN-SUPR-HEAD NURSE	5.6	5.0	7.7	6.7	8.1	9.5	8.5	8.3	9.4	8.6
NON BEDSIDE UNITS	11.1	10.0	11.5	10.0	10.8	9.5	10.6	10.4	9.4	10.4
BEDSIDE CARE	83.3	85.0	80.8	83.3	81.1	81.0	80.9	81.3	81.2	81.0

RATIO NURSING PERSONNEL TO BEDS

TOTAL	1-1.39	1-1.50	1-1.54	1-1.67	1-1.62	1-1.67	1-1.60	1-1.67	1-1.70	1-1.72
ADMIN-SUPR-HEAD NURSE	1-25	1-30	1-20	1-25	1-20	1-17.5	1-18.8	1-20	1-18	1-20
NON BEDSIDE UNITS	1-12.5	1-15	1-13.3	1-16.7	1-15	1-17.5	1-15	1-16	1-18	1-16.7
BEDSIDE CARE	1-1.67	1-1.76	1-1.90	1-2	1-2	1-2.06	1-1.97	1-2.05	1-2.09	1-2.13

RATIO NURSING PERSONNEL TO

BEDS AND BASSINETS										
TOTAL	1-2	1-2.10	1-2.04	1-2.17	1-2.08	1-2.12	1-2.02	1-2.10	1-2.11	1-2.14
ADMIN-SUPR-HEAD NURSE	1-36	1-42	1-26.5	1-32.5	1-25.7	1-22.3	1-23.8	1-25.3	1-22.4	1-24.8
NON BEDSIDE UNITS	1-18	1-21	1-17.7	1-21.7	1-19.3	1-22.3	1-19	1-20.2	1-22.4	1-20.7
BEDSIDE CARE	1-2.40	1-2.47	1-2.52	1-2.60	1-2.57	1-2.62	1-2.50	1-2.59	1-2.60	1-2.64

RATIO NURSING PERSONNEL TO

PATIENTS EXCLUDING NEWBORN										
TOTAL	1-.89	1-1	1-1.08	1-1.20	1-1.19	1-1.24	1-1.19	1-1.25	1-1.28	1-1.31
ADMIN-SUPR-HEAD NURSE	1-16	1-20	1-14	1-18	1-14.7	1-13	1-14	1-15	1-13.6	1-15.2
NON BEDSIDE UNITS	1-8	1-10	1-9.3	1-12	1-11	1-13	1-11.2	1-12	1-13.6	1-12.7
BEDSIDE CARE	1-1.07	1-1.18	1-1.33	1-1.44	1-1.47	1-1.53	1-1.47	1-1.54	1-1.58	1-1.62

RATIO PERSONNEL TO PATIENTS

INCLUDING NEWBORN										
TOTAL	1-1.17	1-1.30	1-1.35	1-1.50	1-1.46	1-1.50	1-1.45	1-1.52	1-1.55	1-1.59
ADMIN-SUPR-HEAD NURSE	1-21	1-26	1-17.5	1-22.5	1-18	1-15.8	1-17	1-18.3	1-16.4	1-18.4
NON BEDSIDE CARE	1-10.5	1-13	1-11.7	1-15	1-13.5	1-15.8	1-13.6	1-14.6	1-16.4	1-15.3
BEDSIDE CARE	1-1.40	1-1.53	1-1.67	1-1.80	1-1.80	1-1.85	1-1.79	1-1.87	1-1.91	1-1.96

¹ NUMBER OF BASSINETS AND NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

² PROFESSIONAL NURSES. GRADUATE NURSES (R.N.'S).

³ NON-PROFESSIONAL NURSING PERSONNEL - PRACTICAL NURSES, NURSES' AIDES, AND ORDERLIES.

TABLE VIII
DATA ON NURSING CARE AND NURSING SERVICE FOR A 24-HOUR PERIOD WITH THE BEDSIDE
NURSING PERSONNEL AVAILABLE FOR ONE 24-HOUR PERIOD BASED ON TABLES I-A, II-A, III-A

HOSPITAL SIZES

NO. BEDS	25	30	40	50	60	70	75	80	90	100
NO. BASSINETS ¹	11	12	13	15	17	19	20	21	22	24
TOTAL BEDS & BASSINETS ⁵	36	42	53	65	77	89	95	101	112	124
NO. PATIENTS ¹	16	20	28	36	44	52	56	60	68	76
NO. NEWBORN ¹	5	6	7	9	10	11	12	13	14	16
TOTAL PATIENTS INCL. NEWBORN	21	26	35	45	52	63	68	73	82	92

BEDSIDE NURSING PERSONNEL
NUMBER

TOTAL - 24 HOURS	12	14	17	21	25	28	31	32	35	39
ASSIGNED A.M. SHIFT	6	7	9	11	13	14	16	16	18	19
ASSIGNED P.M. SHIFT	3	4	5	6	7	8	9	10	10	12
ASSIGNED NIGHT SHIFT	3	3	3	4	5	6	6	6	7	8

PERCENT BEDSIDE NURSING
PERSONNEL

ASSIGNED A.M. SHIFT	50.0	50.0	52.9	52.4	52.0	50.0	51.6	50.0	51.4	49.7
ASSIGNED P.M. SHIFT	25.0	28.5	29.4	28.6	28.0	28.6	29.0	31.2	28.6	30.8
ASSIGNED NIGHT SHIFT	25.0	21.5	17.7	19.0	20.0	21.4	19.4	18.8	20.0	20.5

RATIO BEDSIDE NURSING
PERSONNEL TO:

BEDS & BASSINETS	1-3.00	1-3.00	1-3.12	1-3.10	1-3.08	1-3.18	1-3.06	1-3.16	1-3.20	1-3.18
PATIENTS INCL. NEWBORN	1-1.75	1-1.86	1-2.06	1-2.14	1-2.08	1-2.25	1-2.19	1-2.28	1-2.34	1-2.36

AVERAGE HOURS OF BEDSIDE CARE
PER PATIENT INCL. NEWBORN
INFANTS²

TOTAL 24 HOURS	4.57	4.30	3.89	3.73	3.85	3.56	3.65	3.51	3.42	3.39
A.M. SHIFT	2.29	2.15	2.06	1.95	2.00	1.78	1.88	1.75	1.76	1.65
P.M. SHIFT	1.14	1.23	1.14	1.07	1.08	1.02	1.06	1.10	.98	1.04
NIGHT SHIFT	1.14	.92	.69	.71	.77	.76	.71	.66	.68	.70

DISTRIBUTION OF BEDSIDE NURSING PERSONNEL (PROFESSIONAL³ AND NON-PROFESSIONAL DURING THE THREE PERIODS OF THE DAY

NUMBER OF PERSONS

TOTAL 24 HOURS										
PROFESSIONAL	7	8	10	11	14	14	16	16	18	20
NON-PROFESSIONAL	5	6	7	10	11	14	15	16	17	19
A.M. SHIFT										
PROFESSIONAL	3	4	5	6	7	7	8	8	9	10
NON-PROFESSIONAL	3	3	4	5	6	7	8	8	9	9
P.M. SHIFT										
PROFESSIONAL	2	2	3	3	4	4	5	5	5	6
NON-PROFESSIONAL	1	2	2	3	3	4	4	5	5	6
NIGHT SHIFT										
PROFESSIONAL	2	2	2	2	3	3	3	3	4	4
NON-PROFESSIONAL	1	1	1	2	2	3	3	3	3	4

PERCENT OF CARE BY PRO-
FESSIONAL AND NON-PROFES-
SIONAL NURSING PERSONNEL

TOTAL 24 HOURS										
PROFESSIONAL	58.3	57.1	58.8	52.4	56.0	50.0	51.6	50.0	51.4	51.3
NON-PROFESSIONAL	41.7	42.9	41.2	47.6	44.0	50.0	48.4	50.0	48.6	48.7
A.M. SHIFT										
PROFESSIONAL	50.0	57.1	55.6	54.5	53.8	50.0	50.0	50.0	50.0	52.6
NON-PROFESSIONAL	50.0	42.9	44.4	45.5	46.2	50.0	50.0	50.0	50.0	47.4
P.M. SHIFT										
PROFESSIONAL	66.7	50.0	60.0	50.0	57.1	50.0	55.6	50.0	50.0	50.0
NON-PROFESSIONAL	33.3	50.0	40.0	50.0	42.9	50.0	44.4	50.0	50.0	50.0
NIGHT SHIFT										
PROFESSIONAL	66.7	66.7	66.7	50.0	60.0	50.0	50.0	50.0	57.1	50.0
NON-PROFESSIONAL	33.3	33.3	33.3	50.0	40.0	50.0	50.0	50.0	42.9	50.0

¹NUMBER OF BASSINETS & NUMBER OF PATIENTS BASED ON 22 HOSPITALS STUDIED.

²HOURS OF CARE INCLUDES DIRECT PATIENT CARE AND NURSING SERVICE (BASED ON TOTAL BEDSIDE PERSONNEL).

³PROFESSIONAL NURSES-GRADUATE NURSES (R.N.'S).

⁴NON-PROFESSIONAL NURSING PERSONNEL-INCLUDES PRACTICAL NURSES, NURSES' AIDES AND ORDERLIES.

